

General Verbal Warning Letter

Subject: Verbal Warning Regarding Conduct

Dear [Employee Name],

This is to formally notify you that during our recent discussion on [Date], we addressed certain behavior that does not meet company expectations. While this serves as a verbal warning, it is crucial to correct these actions immediately to avoid further disciplinary measures.

We expect you to review your conduct and ensure compliance with company policies going forward.

Sincerely,

[Manager Name]

[Position]

Get more templates here: <https://www.lettersandtemplates.com/letters/verbal-warning-letter>